

Job Posting: Barry P. Helft Appellate Fellow

Office of the State Public Defender

JC-229081 - Barry P. Helft Appellate Fellow
GRADUATE LEGAL ASSISTANT

\$4,560.00 - \$5,207.00 per Month

Final Filing Date: 1/16/2021

Job Description and Duties

The Barry P. Helft Fellow (Graduate Legal Assistant [GLA]) position is a limited-term appointment in OSPD's Appellate Fellowship Program. Fellows are employed at-will and the total term of employment is two years, subject to funding availability. Under direct supervision from a Supervising Deputy State Public Defender, or a designee, incumbents perform a wide variety of difficult legal work including: (1) provide high quality and effective assistance of counsel to indigent persons who are appealing their criminal convictions in the California Court of Appeals and/or the California Supreme Court; (2) draft amicus briefs and/or letters filed by OSPD on matters crucial to the development of criminal law as it relates to indigent defendants; (3) assist in developing arguments in support of systemic litigation. OSPD is engaged to address inequities in the criminal justice system.

Applicants must be California Bar members, or plan to take the July 2021 Bar exam.

You will find additional information about the job in the [Duty Statement](#).

Working Conditions

The workday for a Barry P. Helft Fellow GLA is not a typical 8:00 to 5:00 schedule. In meeting court deadlines or other issues, a Barry P. Helft Fellow GLA is expected to work the necessary hours in order to get the job done. This may often include weekends and holidays. At various phases of the appeal extensive travel may be required. Presently and foreseeable future, due to COVID restrictions, full time teleworking is permitted. Subsequently, OSPD will permit full time teleworking consistent with State policy. Work in the office includes time sitting under fluorescent lighting with enough temperature control and utilizes typical office

equipment such as, but not limited to, telecommunications equipment, computers, photocopiers/scanners, and fax machines. Ability to occasionally lift and transport small office equipment. As stated above, travel may be required and includes the ability to drive.

Minimum Requirements

You will find the Minimum Requirements in the Class Specification.

- GRADUATE LEGAL ASSISTANT

Additional Documents

- Job Application Package Checklist
- Duty Statement

Position Details

Job Code #: JC-229081
Position #(s): 426-015-5797-901
Working Title:
Barry P. Helft Appellate Fellow
Classification:
GRADUATE LEGAL ASSISTANT
\$4,560.00 - \$5,207.00

of Positions: 2
Work Location: Alameda County
Job Type:
12 Month Limited Term - Full Time

Department Information

The Office of the State Public Defender (OSPD) represents indigent defendants in direct appeal of their conviction and death penalty sentence. The agency currently represents more than 130 men and women on death row in California. OSPD is also mandated to provide assistance and training to public defender offices, appointed private counsel, and to counsel appointed to represent indigent juveniles, and to engage in related efforts for the purpose of improving indigent defense.

The Oakland Office is located downtown in a modern high rise building near the 12th Street BART station with many restaurants, banks and shopping nearby.

Department Website:
<http://www.ospd.ca.gov/>



Special Requirements

A legal writing sample preferably including substantive legal analysis is required. Your sample should be no longer than 10 pages single-spaced with 10pt. or 12pt. Arial font.

Please note: Applications received without a legal writing sample will not be considered.

Application Instructions

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: 1/16/2021

Who May Apply

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, have list eligibility, are in the process of obtaining list eligibility, or have SROA and/or Surplus eligibility (please attach your letter, if available). SROA and Surplus candidates are given priority; therefore, individuals with other eligibility may be considered in the event no SROA or Surplus candidates apply.

Applications will be screened and only the most qualified applicants will be selected to move forward in the selection process. Applicants must meet the Minimum Qualifications stated in the Classification Specification(s).

How To Apply

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.CalCareers.ca.gov. When submitting your application in hard copy, a completed copy of the Application Package listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

Address for Mailing Application Packages

You may submit your application and any applicable or required documents to:

Office of the State Public Defender
Attn: Human Resources
770 L Street, Suite 1000
Sacramento, CA 95814

Address for Drop-Off Application Packages

You may drop off your application and any applicable or required documents at:

Office of the State Public Defender

Human Resources

770 L Street, Suite 1000

Sacramento, CA 95814

DUE TO COVID-19 DROP OFF LOCATION MAY NOT BE AVAILABLE

08:00 AM - 05:00 PM

Required Application Package Documents

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at www.CalCareers.ca.gov. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume is required and must be included.
- Degree and/or School Transcripts
- Other -
 - Personal statement
 - Resume
 - Two letters of recommendation from individuals familiar with your legal work. At least one letter should be from a law school professor.
 - Law school transcript (unofficial transcripts will be accepted)
 - Legal writing sample (see above "Special Requirements" section)

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

Desirable Qualifications

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

Fellowship is designed for recent law school graduates and newly admitted lawyers who are committed to public service and have excellent writing skills.

Desirable qualifications include: an excellent academic record at an accredited law school; journal, moot court and/or mock trial experience; and a demonstrated interest in public service.

Benefits

The State of California offers a comprehensive benefits package that includes Health, Vision, Dental, and Retirement benefits. For more information on what is offered by the State of California, please visit the California Department of Human Resources website located at the link listed below.

General State Employment Benefits and Protections

[Click here](#) to view more information about the outstanding benefits offered to State employees.

Contact Information

The Human Resources Contact is available to answer questions regarding the position or application process.

Department Website: <http://www.ospd.ca.gov/>

Human Resources Contact:

Twanna Moore

(916) 322-7043

Twanna.Moore@ospd.ca.gov

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

EEO Contact:

Denise Armendariz

(916) 322-2676

Denise.Armendariz@ospd.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

Exam / Assessment

Please Note: You will need to take and pass the Graduate Legal Assistant examination to establish list eligibility prior to job offer. Please visit: <https://www.calcareers.ca.gov/CalHrPublic/Exams/Bulletin.aspx?examCD=9PB06> to take the exam.

Personal Leave Program

Effective July 1, 2020, State employees are subject to a 9.23% salary reduction in exchange for up to 16 hours of the Personnel Leave Program 2020 (PLP 2020) per month (if applicable). Salaries do not reflect recent changes necessitated by the unanticipated budget shortfalls arising from the COVID-19 pandemic. Information for actual reductions is available in the Human Resources Manual, Section 2113, Personal Leave Program (PLP) at <http://hrmanual.calhr.ca.gov/Home/ManualItem/1/2113>. Please refer to the section for California Attorneys, Administrative Law Judges and Hearing Officers (CASE) – Bargaining Unit 2

Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

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